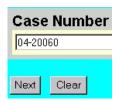
## **Transcript of Rule 2004 Exam**

STEP 1 Click the **Bankruptcy or Adversary** hyperlink, whichever is appropriate, on the CM/ECF Main Menu, then click on **Miscellaneous**.

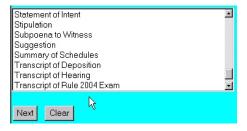




STEP 2 The Case Number screen displays.



- Enter the case number.
- ♦ Click on the **Next** button.
- STEP 3 The select type of document being filed screen displays.



- ♦ Scroll the options to highlight **Transcript of Rule 2004 Exam**.
- ♦ Click on the **Next** button.
- STEP 4 The Joint filing with other attorney(s) screen is displayed.

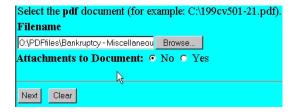


- ♦ Click in **the Joint filing with other attorney(s)** box only if this is a joint filing to add any additional attorneys.
- ♦ Click on the **Next** button.

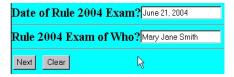
## STEP 5 The Select the Party screen displays.



- ♦ Click on the party(s) name, then click on the **Next** button .
- STEP 6 The Select the pdf document screen displays.



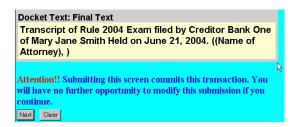
- ♦ Type the path and file name in the blank box, or
- ♦ Click on the **Browse** button to navigate to the appropriate directory and file.
- ♦ If there are no attachments to the document, click on the **Next** button.
- STEP 7 An Information screen displays.



- ♦ Type in the date of the Rule 2004 exam and the name of the person examined.
- ♦ Click on the **Next** button.
- STEP 8 A Verification screen displays. Verify the accuracy of the case name and case number, then click on the Next button.



## STEP 9 The Docket Text: Final Text screen displays.



- Verify the final docket text. If correct, click **Next**.
- ♦ If the final docket text is incorrect, you must click on your Browser's **Back** button to correct your entries.
- ♦ To abort or restart the transaction, click on the *Bankruptcy* hyperlink on the *Menu Bar*.
- STEP 10 The Notice of Electronic Filing screen will display showing the essential data for this filing. Scroll down to view the entire receipt.

